

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Data Services Coordinator

Program Name: SPARK Montana

Location of Job: Montana (remote)

Hours/week: 40hours weekly

Wage/Salary: Up to \$65,000 annually

Job Description:

The Data Services Coordinator is focused on supporting data management, documentation, and foundational Salesforce support to ensure data accuracy, accessibility, and quality across multiple projects. This position requires strong organizational skills, attention to detail, and a commitment to maintaining data integrity, with an emphasis on collaborative support for the Solutions and Impact teams. The Coordinator will assist in the management and organization of data from both internal and external data systems, help maintain documentation standards, and contribute to the accurate collection and reporting of data to support project objectives. Residing in the state of Montana is a requirement.

Job Requirements

Education:

Bachelor's degree in Business Management, Information Systems, Administration, Data Analytics or related field required.

Experience:

Basic to intermediate proficiency with data management systems, databases, and Microsoft Excel; Salesforce experience preferred.

Strong attention to detail with the ability to ensure accuracy and completeness of data entries and documentation.

Minimum of 1 year of experience managing data from multiple systems required.

Strong written and verbal communication skills for collaborating with cross-functional teams and creating clear documentation.

Other Requirements: _____

Application Requirements

Application Requirements:

Montana residency required
Background checks are required for this position.
Must have a valid driver's license and reliable transportation

Application Deadline: January 6th 2025

Contact Name: Aisling Toby

Contact Phone: 917-594-8189

Contact Email: aisling@shineearly.com

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**